

WESTCOMM
BOARD OF DIRECTORS MEETING COMBINED
WITH FINANCE COMMITTEE AND
OPERATIONS BOARD MEETING

SEPTEMBER 3, 2021 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/GMY-OGWN-TCI](https://meet.google.com/GMY-OGWN-TCI)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Erin Hastings, Executive Director, WESTCOMM
Jennifer Wolowicz, Town Administrator, Monson
Mary McNally, Town Manager, East Longmeadow
Steve Kozloski, Chief, Monson Police
Robert Stocks, Chief, Longmeadow Police
Mark Williams, Chief, East Longmeadow Police
JoAnn Kupiec, WESTCOMM
Christopher Gagnon, Interim Fire Chief, Ware
Paul Pasterczyk, Treasurer, WESTCOMM
Gerald MacSata, Longmeadow Fire
Chad Thompson, Purchasing Agent, Longmeadow
Marie Laflamme, City Treasurer, Chicopee
John Dearborn, Chief, Longmeadow Fire
Michael Pise, Chief of Staff, Chicopee
Stephen Lonergan, Town Accountant, East Longmeadow
Jamie Farnum (Messer), Town Accountant, Monson
Michael Minahan, East Longmeadow Fire
Holly Davis, Chicopee Police
Carl Mazzaferro, Longmeadow Police
Karen Korpinem

1. Meeting called to order 11:02 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, and Mary McNally, rollcall was done, 3 present.

2. Approve & or Modify minutes from the meeting held on August 6, 2021. John Beaulieu made the motion to accept the minutes as written, it was 2nd by Mary McNally, 3 yes, motion passed.

3. Old Business:

645 Shawinigan Drive: There are different Departments that are using the building for trainings,

The next step is Finance Manager and Bond Counsel.

The Board will make the decision if they will be using the same Architect that did the feasibility study. They will have the cost analysis and blue prints, but need OPM, before a final decision is made, once that is done the Finance Advisor and Bond Counsel can be chosen, in the meantime the process can get lined up for Finance Advisor and Bond Counsel.

Ware Implementation update: Planning on a November cut over date, Dispatch has been sitting @ PD & FD going over changes to be expected. WESTCOMM Dispatch will meet with Fire Fighters @ Ware FD.

Software connection to both should work, will test before going live.

Jennifer Wolowicz joined the meeting at 11:08 A.M.

Treasurer/Purchasing: The Treasurer position has been filled, start date is 9/13/2021, going through back ground check.

Radios: Over the air programming came in. Chicopee-Portables, East Longmeadow and Longmeadow-Portables have been updated to support it. Mobiles will be updated next. Over the air programming-in the future will to through the computer.

Staffing update: 24 full time Dispatchers, with 2 full time currently in training for approximately 12 weeks. 4 part time, 5 new hires starting on 9/13/21. 11 more to be trained so that the Supervisors can be pulled off the floor.

A question was asked regarding retention problems. Most are staying, some left to go to other positions in public safety. Retention is good compared to other centers.

4. New Business:

Finance update: Unibank and Hilltop Proposal will be sent for feedback – anyone welcome to join.

FY 20 Audit was done for March 2019-June 30, 2020. Finance Committee to reach out to Mike Nelligan to do a presentation for next meeting.

FY 21 Audit should not be delayed. The books should be closed out in a few weeks, hopefully done by the end of the calendar year.

A motion was made by Mary McNally to seek financing through bonding for the renovations to 645 Shawinigan Drive, Chicopee, MA 01020, the motion was 2nd by John Beaulieu, rollcall was done, 4 yes, motion passed.

A motion was made by Lyn Simmons to move forward with seeking a Financial Advisor, John Beaulieu 2nd the motion, rollcall was done, 4 yes, motion passed.

Restructure of Finance Committee: The Finance Committee has been restructured as follows:

Stephen Lonergan – Chair
Jennifer Leydon – Vice Chair
Secretary – Jamie Farnum

Fire Ops update: Chief Dearborn discussed that during the hurricane operations were changed, Longmeadow Fire and Police were moved to a single channel, Monson operated on their own system.

Although there were not a tremendous amount of calls, this system worked for Longmeadow and would encourage the system to be used as a model for future events.

Chief Williams stated there was no negative feedback.

Look at programming Fire to Police channels and Police to Fire channels

Move towns over if needed.

EFD/EPD Protocol going live Sept 20th for Fire, October 20th for Police.

Public messaging being worked on – will get done before going live, not as many complaints on fire side.

Police Ops update: Meeting with vendor on Monson radios to be connected. Monson fiber IMC & radio traffic, fiber to become backup. State 911 Gant money will provide more of a buildout, Monson extend out to Ware, working towards buildout.

Update from IT: No update on MOU progress, no other meeting has been held.

IT- CAD & RMS, vendor for Monson migrating legacy data to WESTCOMM server after Monson, East Longmeadow data migration should be done.

5. New Business not reasonably anticipated within 24 hours:

Project Manager, for the renovations that need to be done to 645 Shawinigan Drive, needed first before going out to Bid.

A motion was made by Mary McNally and 2nd by John Beaulieu Move that the Board of Directors authorize Solicitation for a Project manager for the renovation at 645 Shawinigan Drive, Chicopee MA, rollcall was done, 4 yes, motion passed.

State 911 & EOPS, meeting will be held September 28, 2021 @ 11:00 A.m. at the Main Library located on Front Street in Chicopee. 12 Communities will be invited. Erin will send the invites to locations as well as local Legislators.

6. Adjourn: Lyn Simmons made a motion to adjourn the meeting, it was 2nd by John Beaulieu, roll call was done, 4 yes, motion passed. Meeting adjourned at 11:44 A.M.